



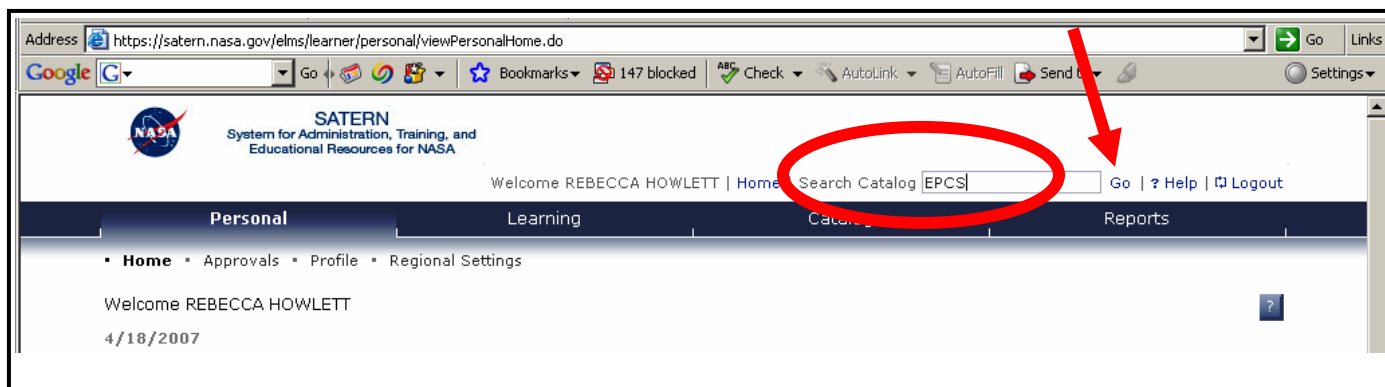
Login to SATERN at <https://satern.nasa.gov>

How to Take the Online “Employee Performance Communication System (EPCS)” Tutorial

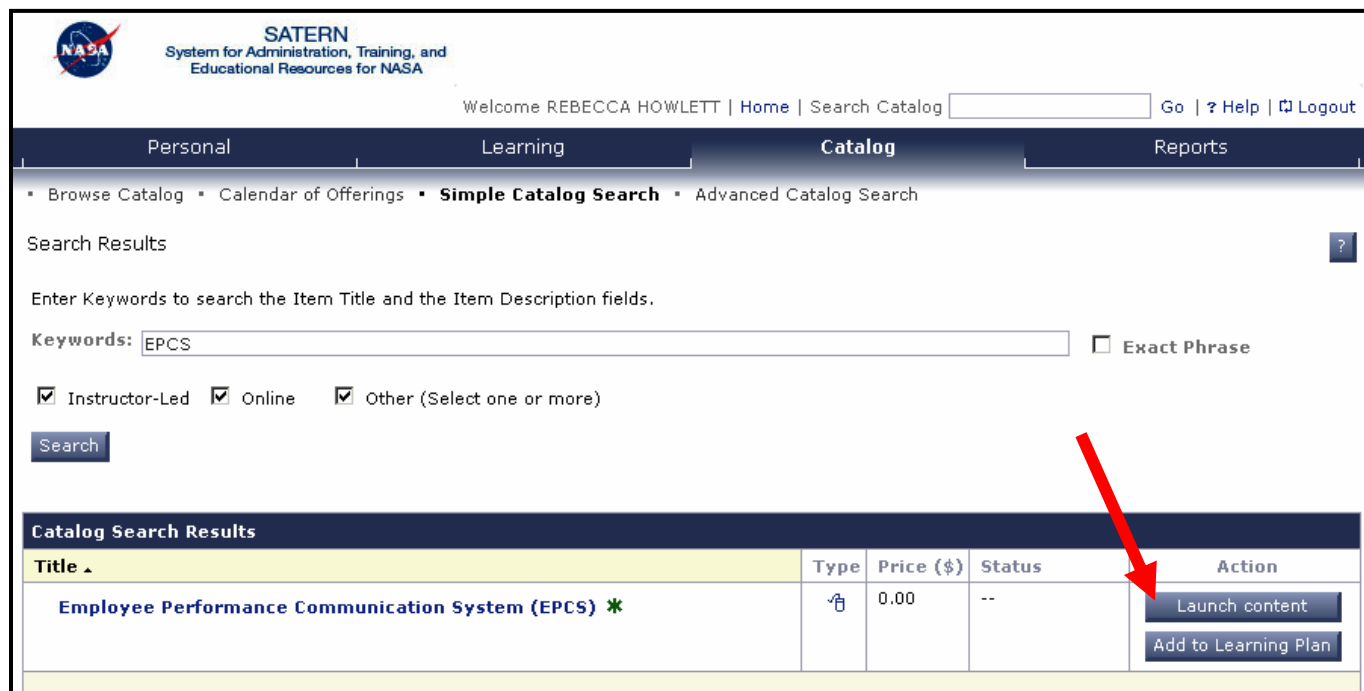
STEP 1: Login to SATERN at <https://satern.nasa.gov>

➡ Users running Mozilla© (and Safari) on Macintosh: Portions of SATERN may not function properly with your browser. To ensure maximum functionality, download the plug-in software shown on the Welcome Page.

STEP 2: In the **Search Catalog** field, type **EPCS** then click **Go**.



STEP 3: You can begin the course immediately by clicking **[Launch content]**
OR you can add the course to your learning plan by clicking **[Add to Learning Plan]**






Login to SATERN at <https://saturn.nasa.gov>

STEP 4: You will be taken to the online course structure.

Click the link **[EPCS Tutorial]** to begin (launch) the course.

Online Content Structure

Employee Performance Communication System (EPCS)
COURSE HQ-001-07
Revision: 4/17/2007 12:00 PM EST

Content Structure	Status	Completion Date
 EPCS Tutorial The EPCS Tutorial provides an overview of the process and function of the Employee Performance Communication System, NASA's performance management system for all Non SES, ST, and SL's.		
 Course Test		
 Course Evaluation Online Course User Feedback Survey		

You may see a screen as the course is being generated.

Please Wait

We are establishing communication between the Learning Management System and the course. This page should update automatically once communication is established.

The course may then display in a separate web browser window.

Follow the onscreen directions for advancing through the course.

Note: You may need to scroll to the bottom of screens to see navigation buttons.

NASA SATERN
System for Administration, Training, and Educational Resources for NASA

https://saturn.nasa.gov - Employee Performance Communication System (EPCS) Training Module - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail Print Address Book AutoFill Settings

Google

Home | Course Map | Glossary

Employee Performance Communication System (EPCS)

<< Back | Next >>


Introduction

Welcome to *Employee Performance Communication System (EPCS) online training*. The estimated time it should take to step through the course is 45 minutes and the test usually takes 20-30 minutes. This course...

- can be taken and understood without taking any of the other Performance Management training.
- was designed to teach as well as be used as a reference whenever you may find you have questions or need to be reminded of portions of the material.
- has several references to various documents. These documents can be found on the NASA PEOPLE website at <http://nasapeople.nasa.gov/perform/index.htm>.

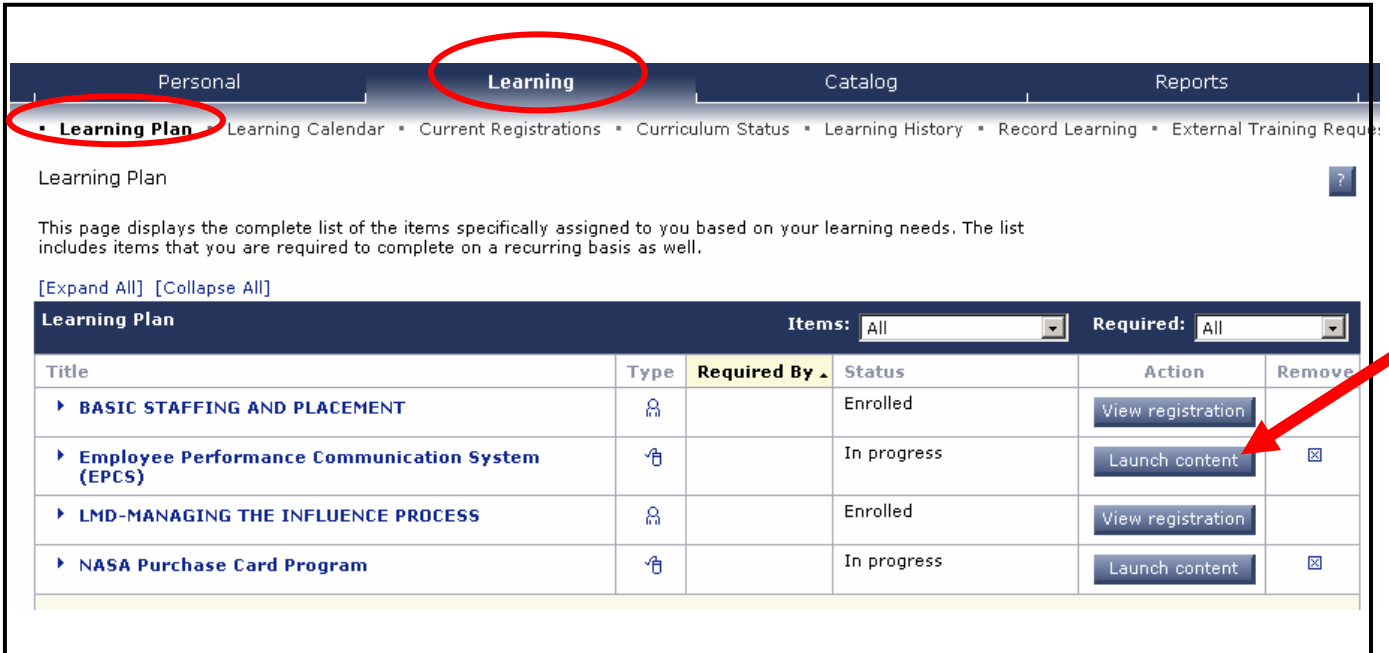
Throughout the course you will see colored underlined text which is a link that, when selected, will present more detailed information on the topic (in a new window so that you don't lose your place within the course). These underlined items can also be found in the Glossary.

The text version of the course contains all the information in the course, presented on one continuous page.

 The performance plans and employee ratings of record discussed within this course should be protected as *Administratively Controlled Information (ACI)*. If you have any questions as to how to properly protect those documents, see NPR 1600.1, Section 5.22.

Login to SATERN at <https://satern.nasa.gov>

If you added the course to your Learning Plan, you can begin (launch) the course at a later time by clicking the link **[Learning Plan]** and then clicking the button **[Launch content]**.
Follow Step 4.



Personal **Learning** Catalog Reports

• **Learning Plan** Learning Calendar Current Registrations Curriculum Status Learning History Record Learning External Training Request

Learning Plan

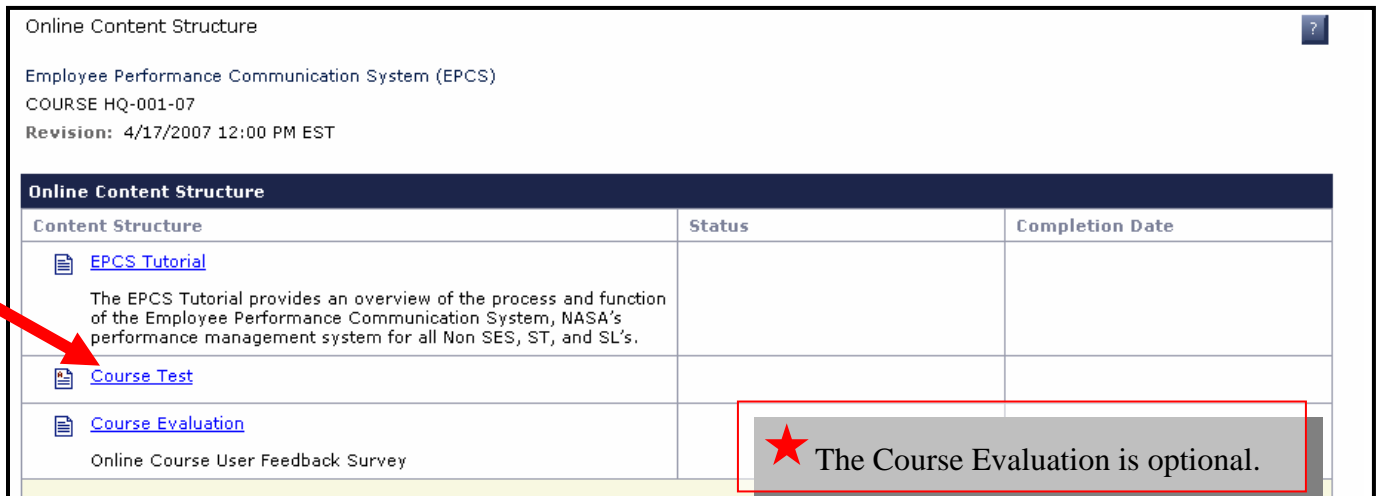
This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

[Expand All] [Collapse All]

Learning Plan Items: All Required: All

Title	Type	Required By	Status	Action	Remove
▶ BASIC STAFFING AND PLACEMENT	Icon		Enrolled	View registration	
▶ Employee Performance Communication System (EPCS)	Icon		In progress	Launch content	<input checked="" type="checkbox"/>
▶ LMD-MANAGING THE INFLUENCE PROCESS	Icon		Enrolled	View registration	
▶ NASA Purchase Card Program	Icon		In progress	Launch content	<input checked="" type="checkbox"/>

Supervisors must take the Course Test by clicking the link **[Course Test]**.
Other employees are encouraged to take the test.
All employees are encouraged to complete take the Course Evaluation.



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Course Test		
Course Evaluation Online Course User Feedback Survey		

★ The Course Evaluation is optional.

SATERN Technical questions

Contact the SATERN Help Desk: **1-877-NSSC123** or **1-877-677-2123** or
e-mail: nasa-saturn.support@nasa.gov

Questions about the Employee Performance Communication System (EPCS)

Contact Karen Ridlon, Karen.E.Ridlon@nasa.gov, 4-3194.